



District of Columbia Army National Guard

Technician Announcement

Announcement Number

Technician: #05-727



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: N/A	OPENING DATE: 9 March 2005	CLOSING DATE: Open Until Filled
	Position Title, Series, Grade, Salary Range Program Analyst: 70364000 GS-0343-09: \$43,365 - \$56,371 GS-0343-07: \$35,452 - \$46,088 Maximum Military Rank: N/A	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: Predominate MOS Of The Organization	
Position Location: JFHQ-DC/J3, DCARNG Washington, DC	Appointment Status <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive	
AREA OF CONSIDERATION: TECHNICIAN: GROUP III (Individuals who possess the necessary qualifications for the military membership in the DCARNG)		
Permanent Change of Station: Relocation expenses will not be paid to Technician		
Special Remarks:		
Instruction for Applying: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. <u>No binders please.</u>		
TECHNICIAN: May submit the following form as a submission of application. OF612, SF171 or a resume.		
KSA's: Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard.		
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: Debbie Cawley, Program Analyst can be reached at 202-685-9760 or DSN 325-9760.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, or a resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Program Analyst, GS-0343-07/09, 70364000
Brief Description of Duties: Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC). Assists management in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Provides recommendations to subordinate organizations for proper management of programs. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Reports expenditure status to management and National Guard Bureau (NGB) as required. Based on budget guidance received from higher headquarters, develops and annual budget for programs. Researches and interprets personnel and training regulations, Department of Army Pamphlets, Circulars and NGB guidance. Assists management in preparing guidelines and instructions to Major Subordinate Commands assistance visits to ensure policies and procedures are being adhered to. Assists management in preparing guidelines and instructions to Major Subordinate Commands for development of the yearly State Operating Budget (SOB). Develops and prepares current year program spreadsheets. Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Performs other duties as assigned.
Qualifications: GS-09
General Experience: Experience in administrative, professional, investigative, technical or other responsible work, which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.
Specialized Experience: Must demonstrate <u>twenty-four- (24) months'</u> experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.
Knowledge, Skills and Abilities (KSA's) Statements A. Knowledge of the National Guard Organizational structures, functions, procedures, and techniques. B. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems. C. Ability to orally present and discuss complex matters in a clear and convincing manner. D. Skill in working with people at various trades and backgrounds.
Qualifications: GS-07
General Experience: Same as GS-09
Specialized Experience: Must demonstrate <u>twelve - (12) months'</u> experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

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Knowledge, Skills and Abilities (KSA's) Statements <ul style="list-style-type: none">A. Knowledge of the National Guard Organizational structures, functions, procedures, and techniques.B. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems.C. Ability to orally present and discuss complex matters in a clear and convincing manner.D. Skill in working with people at various trades and backgrounds.
Current Unit assignment, MOS/SSI and Military grade must be included on application. Incomplete application will not be considered for employment.